

Jewelry Store Closing Procedures Checklist

Securing Inventory

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Remove all jewelry from display cases and floor displays

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Count and verify inventory with another staff member

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Lock away all jewelry in the safe or secure storage

Cash and Paperwork

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Balance the cash register

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Prepare cash deposit for the bank

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File receipts and end-of-day paperwork

Store Security

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Check that all display cases are locked

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Ensure security cameras are functioning

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Set security alarm system

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Lock all doors and exit securely

General Store Closing

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Turn off unnecessary lights and equipment

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Clean counters and workspaces

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Take out trash

Notes

